



**CITY OF PORT ORCHARD
POLICE DEPARTMENT**
Geoffrey C. Marti, Chief of Police
546 Bay Street, Port Orchard, WA 98366
Voice: (360) 876-1700 • Fax: (360) 876-5546
police@cityofportorchard.us
www.cityofportorchard.us

February 13, 2019

Penny Allen
MuckRock News
Dept MR 68655
411A Highland Ave.
Somerville, MA 02144-2516
68655-01007443@requests.muckrock.com

RE: Public Disclosure Request dated February 10, 2019

Dear Ms. Allen,

In a request made to the Port Orchard Police Department dated February 10, 2019 and received on February 11, 2019 you have made the following public records request:

[Pursuant to the Washington Public Records Act, I hereby request the following records:

Materials related to this agency's acquisition of, access to, preservation of, or disclosure of automated license plate readers (ALPR) or ALPR data:

- 1. Policies related to the adoption of ALPR technology, including those guiding the procurement process or necessary administrative obligations before acquisition.**
- 2. Training policies, requirements, and materials for automatic license plate reader system operators.**
- 3. Databases used to compare data obtained by the automatic license plate reader system.**

- 4. Policies related to the retention and security of captured ALPR data, including those regarding:**
 - the length of time after capture that data may be preserved
 - exceptions to general data preservation policies
 - internal data security and access
 - data destruction

- 5. Policies related to the sharing of captured ALPR data by this agency with other agencies, including those directing:**
 - the manner in which another agency may request data
 - the circumstances under which captured data may be shared, and
 - the responsibilities of the recipient agency in regards to data retention and use.



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- access by this agency to data obtained by automatic license plate reader systems not operated by the law enforcement agency.

Please also provide the number of requests made by outside agencies, if applicable.

6. Policies related to the sale of data or the sharing of data with non-law enforcement actors.

- If applicable, please provide all agreements between this agency and non-law enforcement actors.

7. Policies regarding oversight of automatic license plate reader system use.

8. Audit Reports

9. Policies related to maintenance and calibration.

Please also provide maintenance and calibration schedules and records for the system on file.

10. Any other policies or reports on subjects related to automatic license plate reader system use by the agency.]

The City has located documents which are responsive to the above request. The record is being released without redactions and no information is being withheld.

In review of the responsive documents pursuant to your request, there are 312 pages of records. The City has determined the costs of providing the requested documents to you to be as follows:

Review documents = No charge. To take place during business hours only (M-F from 8:00 am -4:30 pm).

Paper copies = \$46.80 (312 pages @ \$0.15) Plus postage and delivery fees, if receiving by mail.

Scanned copies= \$31.20 (312 pages @ \$0.10)

Please let us know how you would like to receive the records by contacting us at either the email address or the phone number provided above. If you wish to mail a check for the amount owed, please send it to the address above (546 Bay Street, Port Orchard, WA 98366) to the attention of "Public Records Officer".

The records will be released to you upon receipt of payment. If you do not respond as to how you would like to receive the records, or fail to send payment for the records within thirty (30) days, we will assume you no longer wish to receive the records, and your request will be closed.

Sincerely,



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Cyndi Circelli

Office Manager